



Training & Development, Inc.

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The Coach Equation

Solutions for the performance puzzle

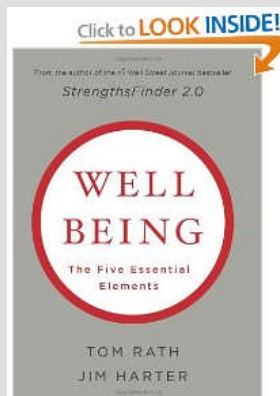
July 2010

Volume 4 Issue 7

This article has **722 words** and should take **3.0 minutes or less to read.**

A small price for knowledge!

Featured Book:



Wellbeing: the Five Essential Elements
[Tom Rath](#) (Author) and
[Ph.D. James K. Harter](#) (Author)

Upcoming Classes

[Registered Corporate Coach Training](#)

September 22-23

Walk the Talk - Improve Work-Life Balance

One of the modules in our coaching program underlines the importance of the coach taking time to provide care for themselves. It may be easy to spot clients who show signs of stress from pressures at work and home. It may be harder for the coach to acknowledge that they too share many of the same pressures. Stress is a major factor for many of today's illnesses. It costs organizations millions of dollars in health related benefits. There are some simple things you can encourage your client to do to reduce stress and have a life that balances work and family.

Here are simple actions to share with your clients. Ask them to choose at least one to try out this week. And remember - walk the talk, select one or more for yourself!

- 1. Stop for a full minute several times a day.** Look away from the monitor and observe your surroundings. Notice your breathing. Take in a few deep breaths and let them out slowly. Allow the out breath to get a little longer each time. As you breathe out, let your shoulders relax. Take a few more deep breaths and let your jaw relax. Feel the difference in your body as you attend to you! Moving your attention away from the computer screen and to your body brings a shift in awareness. Bring that awareness back to your body as you reclaim your computer and re-engage in your activities.
- 2. Set boundaries.** Have a plan of action to handle interruptions. Email is the biggest source of daily stress. Not only the volume of email, but the actions that it generates. Resist the temptation to turn away from your project at hand to read and respond to email. Finishing the project at-hand will allow you to fully focus on email and to quickly prioritize. Schedule particular times during the day to look at your e-mail. First thing when you get in, again at 10:00, and just before lunch. To avoid the temptation, turn off the sound on your PC which alerts you every time an e-mail arrives.
- 3. Feeling Tired?** Cut down on caffeine in coffee, tea, and sodas. The momentary caffeine kick won't last long and before you know it, you are making more trips to the coffee pot or drinking more caffeinated drinks than you realize. Buy a bottle of water and drink that during the day. Find decaffeinated or herbal drinks which you like. Drinking more water will flush out toxins, pump up your vital organs, and give you more

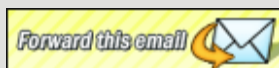
San Francisco, CA

October 13-14

New York, NY

November 16-17

Cleveland, OH



to colleagues you know who'd benefit from either or both of these programs.

energy. Another bonus - you will reduce your stress!

4. **Take a lunch break.** Even if it is only 15 minutes. Sit with friends and focus conversation on positives you notice. Your digestion will appreciate that more than you think. If possible take a walk around the block or just sit outside and enjoy the fresh air and sunshine. Spending just 15 minutes a day in the sun increases your levels of vitamin D and increases your overall well being. You will feel refreshed and be more ready for the afternoon ahead.

5. **Go home early! Not every day.** But shoot for twice a week. Set yourself an earlier time to stop work and stick to it. Do you really need to stay? Who will value that half hour more - your clients/employer or your family/yourself? Work is important, but if you find yourself dreading the day because of the time you spend at work, then it may be time to honor those boundaries. Bonus tip: Don't start that 30 minute job 10 minutes before your scheduled stop time.

Work-life balance doesn't start because you talk about it. It starts with your commitment. Spending more time with our families pays off with big dividends; less stress, improved relationships with spouse and children, time for parents or friends, renewing interests in hobbies and sports.

Having work-life balance is important to both our employers and our families. If you or your clients are experiencing higher than normal levels of stress, then consider a few of these tips or brainstorm with your client and come up with something that will give them more energy. And don't forget you. Set an example - walk your talk and enjoy sharing the rewards at work, home, and with your clients.

Sherry Greenleaf

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Seeds for Change:

"Your body is the ground and metaphor of your life, the expression of your existence. It is your Bible, your encyclopedia, your life story. Everything that happens to you is stored and reflected in your body. In the marriage of flesh and spirit divorce is impossible."

-- Gabrielle Roth

"If you don't take care of your body, where will you live?"

-- Unknown source